

**193E—22.8(543B) Minutes and recording of meetings.**

**22.8(1) *Recordings.*** The committee shall record by electronic means closed sessions. The electronic record shall be sealed and retained by the real estate education director on behalf of the committee for at least one year.

**22.8(2) *Minutes.*** The committee shall keep minutes of each meeting. Minutes shall be reviewed and approved by the committee and retained by the real estate education director on behalf of the committee for at least three years.